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## JOINT INTELLIGENCE STUDY PUBLISHING BOARD

Is Responsible For: Coordinating, Supervising, Editing and Promulgating JANIS

### APPENDIX "C"

#### ADMINISTRATIVE SECRETARY

Is responsible to the Board for:

1. Preparation of Agenda for, and seeing of minutes of Board meetings.
2. Preparation of official correspondence.
3. The maintenance of a register for logging all incoming and outgoing documents and material.
4. Preparation of a weekly progress report on each Tuesday as of the previous Saturday, incorporating the reports of the Editorial Section and the Production Section, for submission to the Board.
5. The maintenance of charts showing (a) work projected, (b) work accomplished (by chapters).
6. The administration of personnel.
7. Procurement of office supplies and equipment.
8. Routing of informative matter to personnel concerned.
9. Institution of such measures as may be necessary to insure conformity with existing security regulations.
10. Maintenance of library.

#### SECRETARIAT

Is responsible to the Administrative Secretary for:

1. The establishment and maintenance of the required files and records.
2. Preparation of memoranda, requisitions and other official communications.
3. Assisting in Editorial and Production work as required (proof-reading, etc.).
4. Performance of all secretarial and stenographic work for J.I.S.P.B.
5. Reproduction and distribution of JANIS memoranda.

#### PLANS OFFICER

Is responsible to the Administrative Secretary for:

1. The preparation of plans and covering memoranda for all JANIS in accordance with priority list, and in coordination with the Chiefs of the Editorial and Production Sections.
2. Maintenance of current Outline Guides.

#### EDITOR-IN-CHIEF

Is responsible to the Board for:

1. The presentation of the completed copy, ready to be submitted to the printer, to the production officer.
2. The presentation of a weekly progress report, on Monday for the previous week, to the Administrative Secretary.
3. The maintenance of required liaison with the contributing agencies through the Board Members.
4. The maintenance of a current corrected Outline Guide.
5. The preparation of Chapter I and Introductory Material (Foreword, Table of Contents, Index, etc.).
6. Assignment of chapters to editors.
7. Appointing for place names to be checked by E.G.N.

#### EDITORS

Are responsible to the Editor-in-Chief for:

1. The presentation of a specific Outline Guide for an assigned portion of JANIS adapted from the basic Outline Guide, to fit the character of each new JANIS area.
2. Maintenance of liaison, through the Board Members, with the contributing agencies in order to assist them and coordinate their efforts in the preparation of their assigned portions of JANIS.
3. Editing assigned portions of JANIS for:
  - a) Arrangement. To insure that the material is in conformity with the Outline Guide.
  - b) Accuracy. To insure that JANIS is internally accurate; i.e., that it contains no contradictions or discrepancies.
  - c) Clarity. To insure that meaning is absolutely clear by simplification of sentence structure and wordage.
  - d) Brevity. To insure that the full measure of material is presented with a minimum of words.
4. The presentation of recommendations and criticisms for the editorial improvement of JANIS.
5. Preparation of a Brief of a portion of JANIS for incorporation in Chapter I.
6. Preparation of the Table of Contents, Index, etc., as assigned.

#### DRAFTSMEN

Are responsible to the Editor-in-Chief, through the Cartographer, for:

1. Preparation of Maps and Charts.

#### PRODUCTION OFFICER

Is responsible to the Board for:

1. The production of JANIS from receipt of completed copy to the printed work and the initial distribution thereof.
2. The presentation of a weekly progress report, on Monday for the previous week, to the Administrative Secretary.
3. Determining from the Board number of copies of JANIS required.
4. Preparation of printing instructions and orders to printer for approval of Board.
5. Arranging initial distribution.

#### PRINTING SPECIALISTS

Are responsible to the Production Officer for:

1. Preparation of copy for the printer, completely marked as to typography, layout and design.
2. Proof-reading of successive proof against marked copy for accuracy, typography and design.
3. Preparation of Dummy from corrected galley proof.
4. Checking of printing specifications on proofs to insure efficient production.

#### ARTISTS

Are responsible to the Production Officer for:

1. Preparation of illustrative material for the printer to insure best possible reproduction.
2. Marking of specifications on illustrative material.

**GROUP 1**  
Excluded from automatic  
downgrading and  
declassification

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